



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 50

EFFECTIVE DATE: May 7, 2002

SUBJECT: Flexible Maximum Hire Rate For Attorney 3 Job,
Position # 203302

AUTHORIZATION: Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the Department of State Civil Service and effective May 7, 2002, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for Position # 203302 in the following job title:

- Attorney 3

II. PURPOSE:

The purpose of this policy is to provide the DOA with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. APPLICABILITY:

This policy shall be applicable to the Office of the General Counsel of the DOA.

IV. PROCEDURE:

Beginning May 7, 2002, when hiring an employee in this position in the following job title, the DOA will hire at the established Special Entrance Rate, which is attached:

- Attorney 3

A Personnel Action Request (PAR) requesting an appointment to this position in this job title must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUM

Effective May 7, 2002, the Civil Service Commission approved a Flexible Maximum Hire Rate for Position # 203302 in the Attorney 3 job title in the Division of Administration.

The following chart reflects:

1. The title, job code and GS level of the job and position affected, and
2. The previously authorized DOA Special Entrance Rate of the job and position affected, and
3. The actual biweekly hire rate that will be utilized by the DOA when filling this position from May 7, 2002 forward.

TITLE	JOB CODE	POSITION #	GS LEVEL	PREVIOUS DOA SPECIAL ENTRANCE RATE	BIWEEKLY HIRE RATE 5/7/02
Attorney 3	160600	203302	22	\$1,559.08	\$2,281.60